



Great Baddow High School

Privacy Notice – Students

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	Provision of Secondary Education, including monitoring of & reporting of pupil progress, provision of appropriate pastoral care and assessing the quality of our service.			
What personal data do we need from you?	Name/s	Address	Date of Birth	Gender
What personal data do we create?	Parent names and contact details	Other emergency contact details	Previous Schools attended	Siblings also attending GBHS
Who is the Data Controller ?	Medical details, including GP name and contact details	Meal arrangements	Travel to school method	*Country of Birth
Who is the Data Controller's Data Protection Officer ?	*Nationality	* Language	*Religion	* Ethnicity
Are there any Data Processors ?	School Photograph	Care Plans		
Who will be using your Personal Data?	Attendance	Behavioural	Pastoral	Assessment
Who are they?	* Optional data requirements for which there are no negative consequences for refusing to supply these pieces of information			
What will it be used for and what gives us the right to ask for it and use it?	The Purpose (s):		Great Baddow High School	
	The Legal Condition (s):		Lauri Almond (Essex County Council)	
			Yes	<input checked="" type="checkbox"/>
			No	<input type="checkbox"/>
			IT Services - Capita Interface – Groupcall, School Trips – Edufocus SEN System - EduKey Pupil Data – New Media Learning Teaching – Teachercentric, Soundbitelearning Infrastructure - Google for Education, Microsoft Office 365 Pastoral – One Team Logic	
			To create a student records in support of educational service delivery	
			<ul style="list-style-type: none"> • Statutory Duty • Substantial Public Interest 	

		<ul style="list-style-type: none"> • Employment, Social Security & Social Protection • Research Archiving & Statistics 		
Who else might we share your data with?		Central & Local Government (see note 1), Health Providers, Youth Support Services (see note 2), Regulatory Bodies, Other Educational Providers, Microsoft Azure (disaster recovery)		
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?		NO		
How long will your data be kept?	When will it stop being used?	Date of Birth plus 25 years. (If your child leaves to go to another school their pupil record will follow them)		
	How long after this will it be deleted?	As above		
Our use of the data will be subject to your legal rights (marked if applicable):	Inform <input checked="" type="checkbox"/>	Access <input checked="" type="checkbox"/>	Rectify (see limitations-Guidance) <input checked="" type="checkbox"/>	Erase (only applies to optional data) <input checked="" type="checkbox"/>
	Restrict <input type="checkbox"/>	Portable <input type="checkbox"/>	Object (see limitations-Guidance) <input checked="" type="checkbox"/>	Automate (see limitations - Guidance) <input checked="" type="checkbox"/>
We will make automated decisions or profile you based on your data	How will this be done?	Mathematical formula will be used to stream students		
	What will happen as a result of the decisions?	This will inform our student streaming team who place students in appropriate learning sets for their needs and abilities. Streaming is regularly reviewed		
As you are giving us your data directly to us:	This is the reason why we are allowed to ask for it and use it:	To enable us to fulfil our statutory duties		
	This is what could happen if you refused to let us use your data for this purpose:	Not applicable		
	This is who is giving us your personal data:	Awarding bodies, primary feeder schools		
As you are not giving your data directly to us:	This is a source of personal data open to anyone	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
	These are the categories of personal data being given to us	Unique Pupil Number, Exam results, Primary school pupil files, SEN files		

Visit the following links for more information about Privacy Law, our obligations and your Rights:

[The ICO Guide to the General Data Protection Regulations 2016](#)
[The General Data Protection Regulations 2016](#)

If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:

Postal Address	Essex County Council
Email	DPO@essex.gov.uk
Phone Number	03330322970

If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:

Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Online Form	https://ico.org.uk/concerns/handling/
Phone Number	0303 123 1113

Note: 1 DfE

We are required to share information about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under: regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013. To find out more please click on the link below

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Note:2 Youth Support Services

Pupils aged 13+

Once our pupils reach the age of 13, we pass pupil information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

The information shared is limited to the child's name, address and date of birth. However, where a parent or guardian provides their consent, other information relevant to the provision of youth support services will be shared. This right is transferred to the child / pupil once they reach the age 16.

Services provided to pupils aged 16+

- post-16 education and training providers
- youth support services
- careers advisers

For more information about services for young people, please visit Essex County Council website

Copyright Statement

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.

Guidance

1. Who is a Data Controller? This is somebody whom the school have contracted to deliver a service on their behalf.
2. Who is the Data Protection Officer? This is a statutory post either within the school or a contracted service
3. What is a Data Processor? This is someone who uses the data the school is responsible for in order to deliver a service they have externally contracted
4. What are Purposes? This is the reason we want to use the data, e.g. to create a pupil record
5. What are the legal conditions?
 - a. **Personal Data** can be lawfully processed for the using the following conditions:
 - i. Consent
 - ii. Necessary to perform a contract obligation
 - iii. Blue light emergency services
 - iv. Statutory Duty
 - v. Legitimate Interests
 - b. **Sensitive Personal Data** can be lawfully processed for the using the following conditions:
 - i. Explicit Consent
 - ii. Employment, Social Security, Social Protection
 - iii. Blue light emergency services
 - iv. Legitimate Activities of 'charities/not for profit' organisations
 - v. Made Public by the person
 - vi. For legal defence/claims
 - vii. Substantial Public Interest
 - viii. Health & Social Care provision and management
 - ix. Pan UK Public Health (Epidemics)
 - x. Archiving for scientific/historical research or statistical purposes
6. Legitimate Interests cannot be used as a processing condition other than I exceptional circumstances
7. Any country outside of the European Economic Area (EU countries, plus Iceland, Lichtenstein and Norway) is not considered to have the same legal protections as the UK
8. The right to inform requires us to tell people about how their rights are managed including if information is rectified, modified, erased or restricted
9. The right to access means we must be able to provide a copy of a person's data to them upon written request
10. The right to rectify requires us to correct inaccurate data. This may not always be possible if it relates to an official record or a professional opinion recorded by your staff.
11. The right to erasure requires you to securely destroy the data we hold. This may not always be possible if it relates to an official record or a professional opinion recorded by your staff.

12. The right to restrict requires us to stop processing data (other than keeping it secure) whilst a complaint is resolved. This may not always be possible if it relates to an official record or a professional opinion recorded by your staff.
13. The right to Data Portability only applies when a service is based on 'Consent' and then only if it involves technology
14. The right to object requires us to stop using the data for the purposes for which it was collected. This does not apply to any legal obligations to process the data, but does apply for any processing under Consent, e.g. marketing or profiling
15. The right to refuse automated decision making means if a computer makes a decision about how we will deliver a service to a person; they have the right to request the decision to be made by a human Being.